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MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Plans
Deputy Director for Science & Technology
Deputy Director for Support
Inspector General
General Counsel

SUBJECT : Personnel Who Work in Association with Other Federal Agencies

1. In connection with recent budget considerations, this office compiled lists of Agency personnel who were formally detailed to other agencies either on a reimbursable or non-reimbursable basis. Now, as a matter of further information, we have been asked to compile for the Deputy Director of Central Intelligence a list of all of our personnel whose work is predominantly in association with other Federal agencies, including employees who spend a major portion of their work in liaison activities. We need your help in this because many such arrangements do not require formal personnel action and there is no official personnel record of some of these situations.

2. It is requested that you have a list prepared of all of your employees whose work is predominantly involved with other Federal agencies. The list should indicate the individual's GS grade, his position and office of assignment within this Agency, the name of the agency or agencies with which he does business, and the location of his principal office (i.e., CIA Headquarters, Pentagon, etc.). A suggested format is attached. In order to be sure that all of our information is complete, the list should include employees on official detail as well as others whose arrangements are not thus formalized.

3. Since we will need some time to consolidate your lists into an overall report, I would appreciate receiving them on or before 17 January. I will be glad to answer any questions you might have or your staff officer may call [REDACTED] Chief of the Plans and Review Staff for the Office of Personnel.

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✓ Emmett D. Echols
Director of Personnel

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